



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #09/04**  
February 23, 2004

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Designee for Rules Distribution  
Employee Representatives  
Media Representatives

**FROM:** Jeanne Greene, Director  
Department of Personnel

**SUBJECT:** PRELIMINARY PERSONNEL COMMISSION AGENDA

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The items listed below are tentatively scheduled for the Personnel Commission meeting on March 19, 2004. This meeting will be held in Legislative Building, Room 4100, 401 South Carson Street, Carson City. This meeting will also have a video conference to Las Vegas at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue.

- I. Call to Order – 9:00 a.m.
- II. \*Adoption of Agenda
- III. \*Minutes of Previous Meeting
- IV. \*Classes Subject to Pre-employment Screening of Controlled Substances  
*Department of Human Resources -*  
*Mental Health Technician series*  
*Developmental Support Technician series*

V. \*Approval of Proposed Class Specifications

- A. Chief Insurance Examiner
- B. Wildlife Area Technician series
- C. DMV Management Specialist I and II

VI. \*Classification Appeals

David J. Young and Enrique G. Lacanilao, Computer Network Specialist I's  
*Office of the Attorney General*

\*Approval of Occupational Group Study Revised Class Specifications

Uncontested Classification Action Report

\*Hearings Officers Contracts

X. Special Reports

XI. Comments by the General Public

Select Date for Next Meeting

XIII. \*Adjournment

*\* Indicates item will be voted on by the Personnel Commission*

**NOTE: The agenda items may be heard in a different order than listed, at the discretion of the Chair.**

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

**NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Rachel Baker at (775) 684-0110 no later than five working days prior to the meeting.**

JG:cp

cc: Agency Personnel Liaisons  
Agency Personnel Representatives